



CITY OF MIDDLETOWN  
VACANCY ANNOUNCEMENT

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**POSITION TITLE:** CAFETERIA WORKER

**SALARY RANGE:** \$11.76 – \$17.42 per hour

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The City of Middletown is accepting applications for the position of Cafeteria Worker. The eligibility list established from this recruitment may be used to fill future vacancies within the Middletown Public Schools. Completed City of Middletown *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on February 24, 2016**. Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at [www.Middletownct.gov](http://www.Middletownct.gov). Click on *Employment*. (Faxed or e-mailed applications are not accepted.)

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:** High School diploma or equivalent **and six months of food service experience** (as demonstrated on your job application); or, any combination of education and experience that provides equivalent knowledge, skills and abilities.

Successful applicants must be able to demonstrate that they meet the above listed training and experience requirements, as stated on the application form, or application may be rejected.

**POSITION PURPOSE:** Under the direction of the Cafeteria Manager, prepares and serves meals and cleans kitchen areas in accordance with regulations and requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of):** Prepares kitchen areas for daily operation; rotates and fills snacks & juices; prepares & serves breakfasts and lunches; Prepares main line and ala cart menus according to recipes, regulations and requirements; Sells, distributes and collects hot lunch and milk tickets; Maintains list of students eligible for free/reduced tickets; prepares & processes daily paperwork; Prepares deposits of money collected from ticket sales; prepares weekly itemization of lunch, breakfast and milk counts; Cleans & sanitizes kitchen areas and equipment in accordance with requirements and regulations; and Performs other related functions assigned or required

**CLOSING DATE:** Completed *Application for Employment* forms must be received by the Human Resources Division **no later than 4:30 p.m. on February 24, 2016**. Incomplete applications or resumes submitted without the completed application form will not be considered.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Division prior to the application closing date or the testing date, whichever is applicable.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**